



153 North 100 East
Lehi, UT 84043
(385)201-1030
www.lehi-ut.gov

Lehi City Business License Application

Type of business: <input type="checkbox"/> General <input type="checkbox"/> Home Occupation <input type="checkbox"/> Temporary <input type="checkbox"/> Mobile Food Vend.	
Describe the nature of the business:	
Business name:	
DBA:	
Business address:	Mailing address:
City, State, Zip:	City, State, Zip:
Business phone:	Business email:
Primary Contact:	

A Federal Employee Id # (FEIN) is required for all businesses FEIN # _____ - _____	Assigned by the IRS. Apply at www.irs.gov . You may also receive an FEIN through the OneStop Online Business Registration site.
A Utah Sales Tax # is required for all businesses with retail sales Utah Sales Tax # _____ - _____ -STC	Assigned by the Utah State Tax Commission. You may also receive a sales tax # through the OneStop Online Business Registration site.

☐ Received Planning and Zoning Approval

☐ Passed fire/safety inspection

License fees:

Base fee:	\$ _____
Planning and Zoning approval:	\$ _____
Beer/Liquor license fee:	\$ _____
Total:	\$ _____

I declare that the information set forth herein is true and correct to the best of my knowledge:

Print name: _____ Title: _____

Authorized signature: _____

For Office Use Only:		
Date Paid: _____	Receipt #: _____	License #: _____



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Business Licensing FAQs

A valid Lehi City Business License is required for all business located within the corporate limits of Lehi City. The definition of business includes every craft, trade, occupation, profession, or activity engaged in for the purpose of economic gain or profit. If the business address is located in Lehi, a business license is required. Certain business professions are specifically exempt by the State of Utah from licensing fees; however these businesses are still required to obtain a license.

What is needed to process a business license?

1. Planning and Zoning approval – not all businesses are permitted in all zones. Before signing a lease, contact Planning and Zoning at 385-201-1030 for zoning approval.
2. Fire Safety Inspection –businesses require a fire safety inspection prior to opening. Please contact the Fire Dept at 385-201-1081 to schedule inspection.
3. Business License Application. The following information will assist you in completing the application.
4. License fees:
 - General Business - \$80
 - Home Business - \$40
 - Temporary/Seasonal and Mobile Food Vendor - \$40
 - Beer License - \$150
 - Liquor License - \$300

Business Licenses are valid for one calendar year, from January 1 to December 31. Regardless of when the license was first obtained, all licenses expire on December 31 of each year and must be renewed on an annual basis. A 25% late fee is applied for businesses that are not renewed by February 15.

A helpful checklist to get you started:

1. **BUSINESS NAME** - Decide on a name for your business and register it with the Utah State Department of Commerce. This may be done online at www.business.utah.gov/registration. This OneStop Online Business Registration site is a secure online service available 7 days a week, 24 hours a day. You may also reach the Department of Commerce by calling (877)526-3994.
2. **FEDERAL TAX ID #** - You will need to get a Federal Tax ID number, also known as an Employer Identification Number (FEIN). If you are a sole proprietor with no employees, your social security number can serve as your Federal Tax ID number. An Employer Identification Number (FEIN), also known as a Federal Tax Identification Number, is used to identify a business entity. This is a free service offered by the Internal Revenue Service. Go to www.irs.gov to apply for this number. You may also receive an FEIN through the OneStop Online Business Registration site.
3. **SALES TAX #** - Contact the Utah State Tax Commission for a Sales Tax Number. They can answer all your questions on whether or not you will need a sales tax number. You can apply online through Utah's OneStop Online Business Registration service or by mail using Form TC-69, Utah State Business and Tax Registration.
4. **UTAH LABOR COMMISSION** – With few exceptions, workers' compensation insurance is required for all businesses operating in Utah, including sole proprietors. Please contact the Labor Commission for more information. Laborcommission.utah.gov or (801)530-6801

Please submit your completed application in person at the following address:

Lehi City Hall 153 North 100 East (385)201-1030 Applications are accepted between 7:00 AM – 5:00 PM
Monday through Thursday